

9 APR 1976

MEMORANDUM FOR: Chief, Policy and Plans Group

STATINTL FROM : [REDACTED]
Deputy Chief, A&TD/OS

SUBJECT : A&TD Monthly Report Submission
March 1976

PERSONNEL BRANCH

1. Vacancy notices were prepared on 7 professional and 7 clerical positions. We received 19 professional and 20 clerical responses.

2. During March there were 10 Quality Step Increases awarded to Security careerists.

3. To date, the Professional Applicant Review Committee has reviewed 256 applicant files and has placed 32 persons in process. Of these 32, 26 remain under consideration and 2 have EOD'd.

4. The clerical promotions recommended by the Panels and the Security Clerical Career Board were approved and announced. There were 16 promotions to GS-06, 8 to GS-07, 2 to GS-08, and 2 to GS-09.

5. A review of all LOI's on Security careerists was completed and follow-up on those not up to date will be done in April.

STAT 6. The Chief and Deputy Chief, Clerical Staffing Branch, OP, visited the [REDACTED] Office to discuss clerical staffing problems.

TRAINING BRANCH

1. The Summer Employee Security Briefings were coordinated with the Office of Personnel. These briefings will be given on each Tuesday and Thursday afternoon commencing on 18 May and ending on 29 June 1976.

2. At the request of the Office of Training, the Training Branch prepared and presented an initial security briefing to the students in the Intelligence in World Affairs Course on 26 March 1976.

3. Security briefings were presented to the Armed Forces Courier Services (ARFCOS) and Military Attaches.

4. At the request of the Senior Training Officer, DDA, nominating papers were written and biographic profiles prepared for three senior OS officers to attend the Executive Development and Management Programs.

5. At the request of Omega Ware, Director, Equal Employment Opportunity, special arrangements were made to enroll an OS employee in an American Management Association Seminar. [REDACTED] STATINTL

6. A special security briefing was presented to Ambassador Edward S. Little, a State Department assignee, appointed as Chief, Human Resources Committee.

7. Met with Chief, EA, [REDACTED] to schedule a briefing for OS overseas nominees on drug problems. This briefing was presented on 26 March 1976. STAT

8. The training segment of the Office of Security's supplement to the DDA Personnel Management Handbook was rewritten to update OS training requirements.

9. The Effective Briefing Course presented by Professor [REDACTED] concluded 17 March with 12 students in attendance. STAT

BUDGET & FISCAL BRANCH

1. Chief, Budget & Fiscal Branch attended a briefing by D/OJCS on the Agency's computer support facilities now in use and those planned for the future. Also included was a tour of the computer center.

2. Chief, Budget & Fiscal Branch and Chief, Administration and Training Division participated with Chief, Travel Policy Committee, O/FIN, in briefing Technical Security Division personnel on various travel questions and related FLSA matters.

3. Deputy Chief, Budget & Fiscal Branch attended the Advanced Intelligence Seminar from 10-26 March.



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